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DOCUMENT CONTROL PROCEDURE

	The state of the s	A.F		Letura to Km 604-1016-1616 50
Central Control	Sub- Control	Sub- Control	A o	
				5, 6 with the communication.
			3.	File copy #2 alphabetically by source in chronological order. This file serves as a finding media for all recorded incoming communications. Copy #2 is replaced by copy #1. when action has been completed (paragraph H).
3			C	File copy #3 by the date on which action 12 due to be completed. Upon expiration of time allotted for action, contact by telephone the Subsidiary Mail Control to which the communication was referred and establish new due date. Withdraw copy #3 and file by control number when action has been completed (paragraph H). Optional Method - File copy #3 by control number. Tab those control slips which bear a follow-up date.
	層		D.	Copies 1, 4, 5 and 6 are received with the communication at the Subsidiary Mail Control point.
	4		E .	Detach and file copy #4 in the same mennar as copy #3.
5		1	F.	When it is necessary to refer the communication to a second Subsidiary Mail Control, note the referral on copies 1, 4, 5 and 6. Detach copy #5 and forward to the Control Mail Control where it will be destroyed after the information about the transfer is transcribed to copy #3.
	٠		G.	In case of a second referral, copies 1 and 6 are received with the communication. Datach copy #6 and file in the same manner as copy #3.
5			H	Copy #1 is received with the correspondence when all necessary action has been taken. The correspondence will be classified by subject, filed, and the reply dispatched. If correspondence is retained for filing and dispatch of the reply by the Subsidiary Mail Control, copy #1 is received without attachments and bears notations as to subject classification, action taken and "Retained by "In both instances, copy #1 replaces copy #2 which sei2000/14824est#9REP70-UO2418860004007PAGFFE was
	Арр	oved For F	reiea	not required, copies 5 and 6 are received with copy #1 and are destroyed.

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Case File on Join 240, Courier Receipt and Log Record, and the new agency Chain Envelope.

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